

TITLE, SERIES, GRADE: Executive Officer, GS-301-14/15

SALARY RANGE: GS-14: \$79,115 - \$102,848 per annum
GS-15: \$93,063 - \$120,981 per annum

PROMOTION POTENTIAL (IF ANY): GS-15

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-080

AREA OF CONSIDERATION: All U.S. Citizens and eligible displaced/surplus federal employees in the local Commuting Area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 10/01/07

CLOSING DATE: 10/22/07

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of the Assistant Attorney General, Bogota, Colombia

NUMBER OF VACANCIES: 1 position

THIS IS A TERM APPOINTMENT NTE TWO YEARS, WITH THE POSSIBILITY OF AN ADDITIONAL YEAR EXTENSION.

JOB SUMMARY

The incumbent, as Executive Officer serves as the Administrative Officer to the Justice Sector Reform Program, a comprehensive law enforcement assistance program coordinated by the Department of Justice in the U.S. Embassy in Bogota, Colombia.

MAJOR DUTIES

- Provides administrative coordination and oversight of this program which is part of Plan Colombia aimed at assisting the Government of Colombia develop and enhance the skills, capabilities and organizational structure for prosecutors, police investigators, judges and other judicial sector officials.
- Assists the Government of Colombia's efforts to strengthen its criminal justice sector, make the transition toward an oral, accusatory style system, and to implement a new criminal procedure code. As such, the incumbent performs on site fiscal management and oversight, oversees the contracting responsibilities and is responsible for the in country support/administrative functions for the Justice Sector Reform Program.
- Serves as liaison with Embassy administrative and financial staff and with Criminal Division budget and finance staff; serves as principal

administrative/programmatic support officer to the USMS witness and judicial protection projects.

- Assists in program management support in other JSRP projects as appropriate; responsible for regular financial analysis and reports on the status of the Justice Sector Reform Program.
- Prepares financial reports for the Department of State as required by the interagency agreement between the Departments of State and Justice for the Justice Sector Reform Progra.
- Assists in planning and preparing budget submissions and descriptions; coordinates with Embassy on employment and management of foreign service nationals.
- Provides oversight and assistance in project procurement, equipment donation, and end use monitoring; interfaces with embassy and Colombian government officials to accomplish the aforementioned duties.
- Ensures that project expenditures are correctly obligated as described in the interagency agreement between the Departments of State and Justice and within proper policy guidelines and regulations.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

NOTE: For eligible surplus/displaced employees well qualified means you meet all minimum qualification requirements and score at the mid-level against the ranking factors stated in the vacancy announcement.

SPECIALIZED EXPERIENCE: is experience which is typically in or related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

MANDATORY/DESIRABLE: Must be proficient or fluent in Spanish. Designation as COTR desirable

KNOWLEDGE, SKILLS AND ABILITIES: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of analytical and evaluative methods plus a thorough understanding of how enforcement and judicial programs are administered.
- 2) Knowledge of the laws, regulations, policies, and methods of financing to develop budgetary plans.
- 3) Knowledge of foreign cultures.
- 4) Knowledge of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines and processes.
- 5) Ability to develop written materials to convey information concerning complex programs and functions to groups having diverse levels of understanding of the organizational programs and

activities.

6) Ability to establish and maintain effective working relationships with individuals and groups interested in or affected by programs creating meaningful communication interchanges and the ability to influence or negotiate with other officials regarding program effectiveness.

7) Knowledge of the State Department/U.S. Embassy environment, policies and regulations, particularly ICASS.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, training, types of official recognition received, and supervisory appraisal of performance.

HOW TO APPLY:

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only

if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV and/or faxed to 202-353-0775.

- Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are authorized.
- Allowances and differentials will be paid in accordance with Department of State standardized regulations.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will result in non-consideration for this position. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- This is a term position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation

adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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